ADOPTED MINUTES
Shasta Children and Families First Commission
SCFFC Office, 1135 Pine Street, Suite 21, Redding

Wednesday, December 7, 2011
3:00 – 5:00 p.m.

1. **Closed Session**
   3:00 – 3:30: Commission will consider and/or take action upon the following:
   Public Employment (GC 54957): Consider employment of Executive Director

2. **Open Session Announcement**
   3:34 p.m. by Jennifer Moranda, M.D.
   Report from Closed Session: Commission approved a 2-year contract extension for the Executive Director.

3. **Call to Order:** Welcome and introductions by Jennifer Moranda, M.D., Chair.

Commissioners:	**Staff:**		**Audience:**	
Andrew Deckert, M.D.	Joy Garcia	Executive Director	Charlie Burns	DH Scott
Barbara Lapp	Jennifer Snider	Coordinator	Vivian Piché	DH Scott
Jane Wilson	Liz Poole	Coordinator	Robin Schurig	Advisory Committee
Jennifer Moranda, M.D.	Debbie Peel	Coordinator		
Judie Englesby-Smith	Mary Sobieralski	Office Assistant		
Maxine Wayda				

4. **Public Hearing**
   a. **First 5 Shasta 2010 – 2011 Financial Audit**
      Vivian Piché reported that D.H. Scott found no deficiencies in internal controls that would be considered a material misstatement or weakness, nor did they find any instance of noncompliance to be reported under General Auditing Standards. (attached to minutes)
   b. **First 5 Shasta 2010 – 2011 Annual Report**
      Joy Garcia presented the Annual Report. (attached to minutes)
   c. **Review of First 5 Shasta 2010 – 2019 Strategic Plan**
      Strategic plan was review and accepted.
   d. **First 5 Shasta Long Range Financial Plan 2011 – 2012**
      Due to current court proceedings, the Long Range Financial Plan includes the $1.9 million required by AB99. (attachment to minutes)

5. **Close Public Hearing**
   4:01 p.m. by Jennifer Moranda, M.D.

6. **Consider Acceptance of SCFFC 2010 – 2011 Annual Report and Financial Audit** **Action Item**
   Moved/Seconded: Deckert/Smith moved to approve the SCFFC 2010 – 2011 Annual Report and Financial Audit
   Ayes: Deckert, Lapp, Moranda, Smith, Wayda, Wilson **Nays:** None **Motion:** Approved

7. **Consider Approval of SCFFC Long Range Financial Plan 2011 – 2016** **Action Item**
   Moved/Seconded: Deckert/Smith moved to approve the SCFFC Long Range Financial Plan 2011 – 2016 with the change in the 2015-2016 revenue amount to be modified based on realistic interest rates to be an amount between 1.2 and 1.5 million.
   Ayes: Deckert, Lapp, Móranda, Smith, Wayda, Wilson **Nays:** None **Motion:** Approved

8. **Public Comment Period**
   Members of the public are entitled under the Brown Act (Government Code Section 54950 et seq) to address the Commission on any matter within the Commission's subject matter jurisdiction. The Act prohibits the Commission from taking action or discussing the item unless it is already on the agenda.

No Public Comment.

9. Consider Approval of Minutes from October 26, 2011 SCFFC Meeting **Action Item**
Moved/Seconded: Lapp/Wilson moved to approve the SCFFC Minutes from October 26, 2011.
Ayes: Deckert, Lapp, Moranda, Smith, Wayda, Wilson **Nays:** None **Motion:** Approved

10. Consider Approval of Contract
Redding Bank of Commerce for Annual Payroll and Tax Services, December 2011 – 2012 **Action Item**

First 5 Shasta has worked with Anderson Business and Tax, since First 5 Shasta's inception. In 2010, First 5 Shasta's auditor recommended obtaining service contracts for all long-term vendors. February 2011 the Commission approved a two-year contract with Anderson Business and Tax for $6,000. In November 2011, Larry Anderson notified First 5 Shasta of his retirement and closing of Anderson Business and Tax at the end of December. First 5 Shasta staff considered processing payroll internally; however, due to the liability in processing employee payroll and payroll taxes, staff determined the safest course of action was to pursue an outside contractor. A Request for Payroll Services was sent to three payroll agencies in Shasta County that met First 5 Shasta's qualifications. Redding Bank of Commerce was the only qualified vendor to respond to the request.

Moved/Seconded: Smith/Wilson moved to approve the contract with Redding Bank of Commerce for First 5 Shasta Payroll and Tax Services.
Ayes: Lapp, Moranda, Smith, Wayda, Deckert, Wilson **Nays:** None **Motion:** Approved

11. Consider Approval of Special Opportunity Grant Awards 2011 – 2012 **Action Item**
Joy Garcia reviewed the Advisory Committee's award recommendations for Special Opportunity grants. (attached to the minutes) Commissioner Deckert asked for a description of the North Cow Creek program and staff member Jennifer Snider gave an overview. Commissioner Smith asked why there were so few applicants and Snider responded that it was due to the specificity of eligible applicants.

Commissioner Deckert thanked the Review Team and the Advisory Committee for their extensive work in preparing these recommendations. He requested that future recommendations include a description of each program.

Moved/Seconded: Lapp/Wilson moved to approve the awards as recommended.
Ayes: Lapp, Moranda, Wayda, Smith, Wilson, Deckert **Nays:** None **Motion:** Approved

12. Review Superior Court Ruling regarding AB 99
Fresno Superior Court Judge Debra J. Kazanjian issued a ruling in support of the seven First 5 Commissions that filed suit challenging AB 99. The ruling applies to all of the counties affected by AB99. The ruling found that the Legislature did not have the authority to amend Prop 10 without approval of the electorate. It also determined that AB 99 would have supplanted existing services. Finally, the ruling re-confirmed that Prop 10 requires that funds be controlled locally. The court found that "the entire bill is invalid, and that petitioners are entitled to the requested judgment on the peremptory writ."

As an extension of the AB99 discussion, Garcia asked the Commission to consider First 5 direction if funding was eliminated. Would the Commission want to close all programs as time and budget indicated and/or develop programs now that could be self-sustaining.

13. Discuss Use of the Resource Book: "The Science of Parenting"

Commissioner Smith reported that the book "The Science of Parenting" is one of the most significant books in the last 10 years about brain development. She shared that it is written in a way that is understandable and reasonable for parents. She would highly encourage this book for any young parents or grandparents. Commissioners suggested that SCFFC provide the book to each of the sites that distribute the Kit for New Parents as a raffle or incentive item. It was also suggested that SCFFC provide them to every pediatrician as well as the local libraries and the SCOE Resource and Referral Lending Library.

14. Reports

a. **Evaluation Committee**
No meeting since last Commission Meeting.

b. **Advisory Committee**
Include as Agenda Item 11

c. **Director's Report:**
- Jenn Snider attended a Charter School Board training and learned that the Brown Act is changing. Meeting agendas will now need to be posted online. Staff will research if there are other changes that affect First 5.
- First 5 Shasta Commission Planning Meeting is confirmed for March 28 from 9am to 4pm at the McConnell Guest House.
- LFA has finished compiling the Stakeholder Input results but they are not ready for distribution. This will be available at the January or February meeting.
- First 5 is seeking participants for the Implementation Planning Team and out of the 17 individuals that were invited to participate, almost all of them have agreed.
- Staff is spending the week of December 5th on internal planning by focusing on the Grant Funding Process and clarifying each step of the process.
- Fundraising and Supplantation Policies will be addressed at the January meeting.

d. **Commissioners' Reports**
- Commissioner Moranda reminded everyone that new officers will be appointed soon. There has not been much response to emails. The First 5 Shasta By-laws require the Commission to assign a Chair and Vice-chair. However, we need a Secretary/Treasurer because we are a government entity. She will continue to seek nominations.

Meeting adjourned at 4:47 pm.

Upcoming SCFFC Commission Meeting: Wednesday, January 25, 2012, 3:00 – 5:00 p.m.

Respectfully submitted,

Mary Sobieralski

Mary Sobieralski
First 5 Shasta Office Assistant